Saskatchewan
Legislative
Assembly

Annual Report

Saskatchewan Legislative Library

for the period ending
March 31, 1985

The Legislative Library in 1956 and 1985

Saskatchewan Legislative Library

Legislative Building
Regina, Canada
S4S 0B3

June 10, 1985

To the Honourable
The Speaker of the Legislative Assembly of Saskatchewan

Sir:

I have the honour to submit to you the Annual Report of the Legislative Library. On this occasion only, the period covered by the report is seventeen months, November 1, 1983 to March 31, 1985, to enable the report year to be re-aligned to coincide with the fiscal year.

Respectfully submitted,

Marian J. Powell

Marian J. Powell
Legislative Librarian

Contents

I	Introduction	5
II	Organization and Staffing	5
III	Accommodation	6
IV	The Collection	7
V	Reference Services Section	8
VI	Technical Services Section	10
VII	Government Publications Section	11
VIII	Staff Development	12
IX	Visitors and Ceremonial Occasions	13
X	Statistical Summary (12 months)	16
XI	Statistical Summary (17 months)	17
	Appendices	
	A. Clientele and Service Policy	18
	B. Significant Acquisitions	19

I Introduction

The Legislative Library is the oldest formal library in Saskatchewan, parts of its collection dating back to 1876 and the inauguration of the Territorial Government. With the formation of the Province of Saskatchewan in 1905, the library became the Legislative Library of Saskatchewan.

The Legislative Library is governed by Section 68.4 of *The Legislative Assembly and Executive Council Act* and by the *Rules and Procedures of the Legislative Assembly*. The goal of the Legislative Library is to provide information and reference services to Members of the Legislative Assembly. It strives to achieve this goal by acquiring, cataloguing, servicing and preserving books, newspapers, government publications and other materials to enable Members to carry out their legislative responsibilities. The Library's primary clientele includes Members and their staff, officials of the Legislative Assembly and caucus research staff. The unique collections of the Legislative Library are also made available to the public of Saskatchewan and to government libraries through interlibrary loans and on site consultation.

The report year for the Legislative Library has been changed from the previous practice of a year ending October 31 to year ending March 31 (fiscal year). This report is transitional encompassing seventeen months. Two statistical tables are included. A statistical summary of activities for the entire period (Section XI) and for comparative purposes, a statistical summary of activities November 1983 to October 1984 (Section X).

Highlights of the current report period include completion of the major renovation project in the public areas of the Legislative Library; completion of the first phase of the CODOC government publications automation project; consolidation of library card catalogues; establishment of a borrower registration system to preserve confidentiality in loan service; and acquisition of a Wang OIS40 word processing system.

II Organization and Staffing

The Legislative Library has a permanent staff complement of thirteen persons.

As of March 31, 1985 the following persons were members of the permanent staff:

Marian J. Powell, B.A., B.L.S.	Legislative Librarian
Judy A. Brennan, B.A., B.L.S.	Government Publications Librarian
Pat M. Kolesar, B.A., M.L.S.	Technical Services Librarian
Laura A. Pogue, B.A., B.L.S.	Reference Librarian
Tim C. Prince, B.A., M.L.S.	Catalogue Librarian
Janet E.A. Grasdal	Technical Services Technician
Stephanie Petrie	Government Publications Technician
Faye L. Sproule	Government Publications Technician
Darlene S. Anderson	Shelf Maintenance Clerk
Nancy J. Anderson, B.A., B.Ed.	Technical Services Clerk
Corleen M. Knuttila	Circulation Clerk
Joan A. MacDonald	Technical Services Typist
Hellen M. Taylor	Secretary to the Librarian

The following persons were employed on a temporary or sessional basis:

Carla H.C. Burton, B.A., M.L.S.	Cataloguer (leave replacement)
Gerard G. Hengen	Sessional Clerk
Michele Howland, B.A., B.L.S.	Cataloguer (project)
Richard C.A. Peers	Government Publications Clerk (project)
Carole P. Rathwell	Sessional Clerk
Paula F. Rein	Government Publications Clerk (Sessional)
Teresa L. Terita	Sessional Clerk

Resignations from permanent staff:

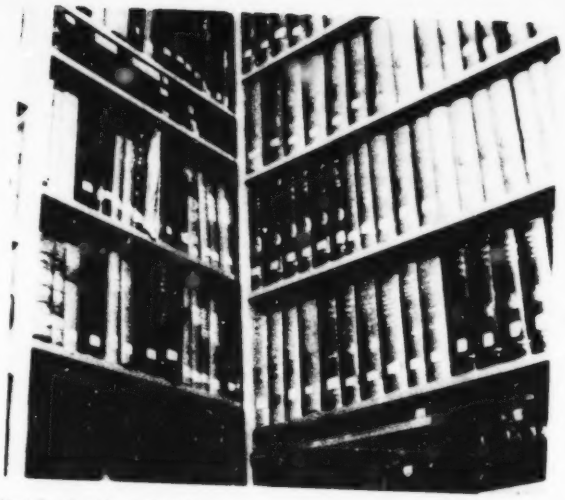
Jackie M. Deighton	Circulation Clerk
Craig H. James	Government Publications Librarian

Obituary

Long-time employee Vernon L. Lamb died January 6, 1984. Mr. Lamb served on the staff of the Legislative Library since January, 1967. A donation was made to Muscular Dystrophy Association in his memory by his friends on the staff of the Library.

III Accommodation

The Legislative Library occupies two areas of the Legislative Building—the second floor public areas consisting of the Reference and Reading Rooms, and the Technical Services and stack areas in the basement. Additional office space on the second floor (Room 271) was assigned to the Library during the renovation and currently houses the staff of the Government Publications Section. The Library maintains two off-site storage areas. Non-current runs of legal serials and law texts as well as the principal portion of the Library's substantial United States government publications collection are located in a basement wing in the Walter Scott Building. A small area in the Old Health Building provides storage for long runs of less frequently consulted government serials.



Inside the Rare Book Vault

Renovation

The major renovation of the Legislative Library second floor public areas undertaken in August 1982, was completed in March 1984. During the report period, the refurbishment of the remaining portion of the Reference Room and the Librarian's Office was completed. New oak-faced metal shelving was installed in the east end of the Reference Room and oak carrels constructed by staff of the Department of Supply and Services were added to the area to provide convenient and private work areas for library users. A new office area was created for the Legislative Librarian incorporating a small general staff work-room.

Of particular note in this last phase of the renovation was the conversion of a hall vault into a rare book facility. A small Halon fire control system was installed to provide protection for the Library's rarest materials.

The Technical Services area in the basement of the Legislative Building also experienced some modest reconstruction establishing a more efficient and pleasant staff area. New library shelving was installed in the stack area, greatly increasing the storage capacity of the area.

A view of the renovated Reference Room

IV The Collection

The Legislative Library has built a large collection of library materials to support the information needs of its primary clientele. The largest part of the collection consists of publications produced by governments at all levels. There is a substantial law collection and a general book collection specializing in public issues and parliamentary affairs. Increasingly publications of all kinds are in microform. The collection of Saskatchewan newspapers and other serials continues to be an important part of the Library's resources.

Collection Review

In 1983 library staff developed a collection policy statement which was presented to the Board of Internal Economy February 13, 1984. During the current report period, collections librarians began the major task of evaluating the collection in relation to the collection statement. This comprehensive review of the collection will take a number of years to complete. It will then continue on a smaller scale as a part of regular collection maintenance.

Collection responsibilities were re-distributed in May, 1984 with the arrival on staff of two new librarians. Each librarian selects new material, and identifies materials for withdrawal, within designated subject fields. In the case of serials, both acquisition of new titles and cancellation of existing subscriptions are brought to a monthly collections meeting by the collections librarian responsible for the subject area. Material withdrawn from the collection is offered to other libraries on duplicate exchange for the cost of transportation. Saskatchewan libraries which have indicated a wish to receive the duplicate exchange lists are given a two week advance on distribution outside the province. Books of suitable date and condition appropriate for display at Government House are offered to the manager of the heritage facility. One shipment has been placed with Government House. During the report period, 21 periodical titles, 15,509 government publications and 1,022 books were removed from the collection.

Map Collection

The Library's map collection was removed from the storage into which it was placed during the library renovation and is in process of re-establishment in the second floor public area. Of special interest is the collection of Saskatchewan electoral division maps for both federal and provincial elections.

Microforms

During the report period major effort has been directed to the conversion of library holdings to microform. Collections of provincial gazettes, and some federal Canadian government publications were purchased and backfiles of selected periodicals including the *American Economic Review, Canadian Business, Business Week*, and *Financial Times of Canada*, were replaced by microform. Of special significance was a joint project with the Saskatchewan Archives to film the Saskatchewan Scrapbook Hansard covering the years 1876 to 1946 which had long been held in the original by the Library. Conversion of further holdings to microform will continue as availability and funding permit.

Collection Re-organization

In conjunction with the public area renovation project and the acquisition of additional library space in the Walter Scott building, a rationalization of library materials was undertaken to improve efficiency of access. In November 1983, approximately 3,000 linear feet of library materials were moved from storage at the Saskatchewan Archives to the Walter Scott space. Additional shelving was installed in the Spring of 1985. All non-current U.S. government publications have been brought together in the Walter Scott Building. In addition, the major portion of the Library's collection of legal texts, law reports and legal periodicals have been brought together in this location. Allocation of additional space in the Walter Scott Building anticipated in 1985/86, will enable the Library to continue re-organization of off-site materials.

The stack area in the Technical Services Section located in the basement of the Legislative Building, has also been re-organized. New library shelving was installed in the Spring of 1985. Non-current Canadian federal and provincial government publications were removed from storage in filing cabinets to active shelving. Periodicals and reference backfiles were organized in designated areas of the stacks. In all, library staff, with the assistance of two part-time staff from the Department of Supply and Services, have shifted and re-organized in excess of 80,000 items.

Donations

The Legislative Library continues to receive generous gifts from many individuals and government departments. During the report period donors included: The Speaker's Office; Office of the Clerk of the Legislative Assembly; Executive Council; Premier's Office; Protocol; Department of Co-operation and Co-operative Development Library; Office of the Minister of Parks and Renewable Resources; Department of Science and Technology, Deputy Minister's Office; Progressive Conservative Caucus Office; Saskatchewan Library; University of Regina Library; University of Saskatchewan Library and Department of Soil Science; R.A. Larter, Saskatchewan Agent General in the United Kingdom; Hon. David A. Croll, Q.C., Senator; Hon. Bill McKnight, M.P. Kindersley-Lloydminster.

V Reference Services Section

The Reference Services Section is responsible for the provision of information services to the clientele of the Library and for the provision of access to the Library's collection of books, periodicals, newspapers and government publications through on-site use, loans and photocopy service.

Staff

The Section has a full time staff complement of three—the Reference Librarian and two clerical positions. Reference service is provided by the Reference Librarian working with all staff librarians and the senior library technician on a rotation staffing schedule, adding the equivilent of an addition 1.5 person years to the staffing of the Section. During the Legislative Session, an evening circulation clerk is added for 20 hours per week. Any future staffing enhancement will be directed toward this Section, in order to improve service to members.

Reference Service

During the period under review, the physical arrangements of the Reference Room returned to normal for the first time since August, 1982 when the renovation program began in the library. The impact on library use has been substantial. The average number of researchers working in the library has doubled, and the number of materials consulted in the library has climbed an astonishing 353% on a twelve-month basis.

Most reference queries involved the use of statutes and government information. A significant trend has been the noticeable increase in requests for Canadian patent information. The Legislative Library has been receiving patent summaries from the Canadian Government since 1927. In March 1984, current patent classification lists on microfilm were transferred from the Provincial Library to the Legislative Library. The Patent Office in Ottawa now also provides the abstracts of patents to the Library, and refers patent researchers in the province to the Legislative Library.

Reference staff answered 7,717 inquiries during the seventeen months covered by this report. On a twelve-month basis this represents a small reduction over the previous year. Of significance in this figure is the distribution of services to the Library's various client groups. For the first time, more than fifty percent of the work done by the Reference Section was produced for the primary clientele of the Library—Members and officers of the Legislative Assembly. During the current report period 55% of the work done by the Reference Section was done for primary clients, 27% for the Saskatchewan civil service, and 18% for the public, as compared with the previous report period during which the proportions were 34% primary clients, 39% civil service and 27% public.

Computer Literature Search Service

During the report period, reference librarians performed 199 computer literature searches in the course of their work. Through files available from commercial database vendors, the Library has access to more than four hundred different bibliographic databases covering all areas of research.

In 1984/85 the Library added four new database services. The *Westlaw Database* provides access to the

U.S. Code, the Code of Federal Regulations, the Federal Register and Presidential Documents. Federal case law as well as reports from the superior courts in most states are also covered. The *Eurolex Database*, another service from QL systems provides extensive coverage of Common Market, European, English and Scottish legal materials. The *Lexis Database* contains the full text of cases, administrative decisions, opinions of the attorney general and regulatory materials from the United States. Legal materials from France and the United Kingdom are also found in Lexis. The companion file to Lexis is *Nexis* which contains the full text of more than a hundred business and news publications.

Throughout the year, librarians took part in training sessions to acquire or upgrade the special skills needed to make the most effective use of this valuable resource.

Circulation

Circulation handles all loan transactions related to Library materials. Retrieval of materials located in storage areas, photocopy service, deliveries to clients located in the Legislative Building and shelving of all materials also are centered at the Circulation Desk. During the past seventeen months this area has seen a great deal of activity. Circulation staff handled 8,339 loan transactions, prepared 1,066 overdue notices, and made 1,489 pick-up or delivery trips. It is this area which has most strongly felt the impact of the dramatic increase in in-library use of materials. The total number of materials handled by the shelf maintenance clerk amounted to 32,735 items. During the same period 85,761 photocopies and 4,955 copies from microform were produced. The very substantial increase in micro-copying (545%) bears witness to the increase in library holdings in microform.

Borrower Registration

In November 1983 a borrower registration system was introduced. It was developed to provide the Library with better control over loan records and to streamline the borrowing process for library users while better preserving confidentiality. All direct borrowers are registered at the time of first borrowing. A unique number is assigned to each borrower. All future loan and interlibrary loan transactions use that number rather than the name of the individual. The Library currently has more than five hundred registered borrowers.

Interlibrary Loans

As part of its service to primary clients, the library borrows through interlibrary loan, materials not available in the Legislative Library. Due to time pressures on clients, commercial courier services are increasingly being employed to deliver these materials from agencies or libraries. During the current report period, library staff obtained 424 items on interlibrary loan for primary clients. The Library also handled 1,074 requests from other libraries for Legislative Library materials.

Youth Parliament

Each year during the week between Christmas and New Year, the Library has an opportunity to work with the Saskatchewan Youth Parliament. The young parliamentarians schedule the first morning to work in the library. Two sessions of the youth parliament occurred during the report period. Reference staff answered a total of 168 reference questions on the two occassions.

Orientations

The Library routinely provides orientations and library tours to Members, their staffs and other officials. During the period covered by this report, the Reference Librarian provided orientations to ministerial assistants from several government departments, new caucus research staff and Hansard employees.

The Legislative Librarian was invited to appear before the Public Accounts Committee December 12, 1984 to describe library services, and was pleased to answer the Committee's questions. The Legislative Librarian also provided policy and services background to visiting clerk, Alan Sandall, Senior Clerk of the House of Commons, London.

VI Technical Services Section

The Technical Services section is responsible for the cataloguing and processing of library materials added to or removed from the collection. Other technical support services including the library mail service and newspaper clipping service are also performed by the Section.

Staff

The Technical Services Section has a staff complement of five positions—two librarians, one library technician and two clerical positions. Both librarians allocate a minimum of 20% of their time to the provision of reference service.

Cataloguing

During the current report period, library cataloguing standards have been upgraded to the international bibliographic standard established by the Anglo American Cataloguing Rules (2nd). During the seventeen months, 1,087 books, pamphlets and serials were catalogued. On a twelve-month basis this represents a decline over the previous year. During the early months of the report period, the Library was recruiting for two of the five professional positions resulting in a sharp increase in time spent on the reference desk by the Cataloguer, and a decline in cataloguing output.

Public Catalogue Consolidation

A librarian was brought in for a five-month project to consolidate the fragmented public catalogue system. At the same time new simplified American Library Association filing rules were applied to the catalogue. By the conclusion of the project, close to half a million catalogue cards had been filed, establishing a catalogue system which is easier for staff and library clientele to use.

Classification of the Reference Collection

In August 1984, at the request of the Reference Section, a project was begun to classify the previously unclassified reference collection to improve access to these resources. During the report period 148 reference books were classified. A fully classified reference collection is expected by fall 1985.

Processing

New procedures have been established for the processing of library materials. An ongoing project was undertaken jointly by Reference and Technical Services Sections in July 1984 to add circulation cards and pockets to all new books as received, and all older library books as circulated. By the conclusion of the report period, cards and pockets have been added to 553 volumes acquired prior to November 1983.

Newspaper Clipping Service

In January 1984, a major change was introduced to work done with Saskatchewan newspapers. The annual card index to the major daily Saskatchewan newspapers prepared by library staff was discontinued in favour of a clipping service. Guidelines for materials to be clipped were developed and refined to meet information needs identified jointly by Reference and Technical Services. The goal is to produce clippings from the *Regina Leader Post*, *Saskatoon Star Phoenix*, *Moose Jaw Times-Herald* and the *Prince Albert Daily Herald* on a current basis. Clippings are filed by subject in the Reference Section for public use. During the first fifteen months of its existence, the newspaper clippings file has been well received by library users.

Duplicate Exchange

In conjunction with the major collection evaluation initiated during the report period, procedures were established for an orderly duplicate exchange process. During the report period 9,069 items were listed for duplicate exchange. Many Saskatchewan libraries have taken advantage of this service with 1,034 items being provided to other libraries in the province. Materials listed but not claimed are shipped to the Canadian Book Exchange Centre of the National Library of Canada to be made available nationally and internationally.

Serials

Special attention has been devoted to the improvement of the control of serial publications. The Library has placed approximately 70% of its 794 subscriptions with a subscription agent whose facilities will greatly increase the level and ease of subscription reports, claims and payments.

Acquisitions

During the latter part of the report period, planning was completed to transfer responsibility for acquisitions from the Administration Office to the Technical Services Section effective April 1, 1985.

VII Government Publications Section

The Government Publications Section is responsible for the acquisition and processing of government publications. Administration of the deposit program for Saskatchewan government publications and exchange agreements or deposit arrangements with other jurisdictions are also the responsibility of the Section. The Government Publications Librarian carries major responsibility for word processing and other computer processes.

Staff

The Government Publications Section has a staff complement of four—the Government Publications Librarian, two library technicians and one clerical position. The librarian and the senior library technician spend a minimum of 20% of their time providing reference service and the junior library technician allocates 5% of her time to interlibrary loan work.

Acquisitions

During the report period 54,744 items were received, checked in, labelled and shelved. On average the Government Publications staff labelled 4,000 items per month.

Beginning in October 1983 Kardex records were established to improve control of the serial publications as they were received. By March 1985 records were established for 4,350 titles enabling staff to provide a rapid response to queries concerning recent acquisitions.

The Government Publications Section continued to withdraw superseded and duplicate government publications. During the report period 15,509 items were withdrawn from the collection.

Automation

Work proceeded on the government publications automation project with the first printout of selected titles made available in April 1984. With the appointment of a new Government Publications Librarian in April 1984 there was a reordering of priorities for coding, from one highlighting selected titles to an approach which would see the various jurisdictions done completely and in turn. The first priority has been the Saskatchewan government publications acquired since 1982 and by March 1985 this collection was coded and printouts were made available for consultation by staff and the public. A beginning was made on the Canadian federal government publications.

In order to provide better interim access to the uncoded collection temporary codes have been assigned to all government publications received since 1982 and will continue to be assigned to all incoming materials until they have been fully coded. This has immediately resulted in materials being made available for use.

The government publications technicians have worked diligently over the past year to establish authority references for each of the jurisdictions and departments represented in the Library's current collection. These extensive lists are updated monthly and indexes are prepared for each jurisdiction as the jurisdiction is coded. The word processor has made the updating and indexing a relatively straight forward exercise.

Access to the Library's unique and important government publications collections prior to 1982 remains in the card catalogue on the main floor. Excluded from this record are the Library's U.S. holdings. Library clientele must use a minimum of four lists to obtain an indication of our holdings - the old catalogue, the CODOC printout, commercial catalogues and catalogues from other institutions. This fragmented approach is frustrating to clientele and requires a high level of professional assistance to ensure that relevant materials are not missed. Retrospective coding of the Library's government publications holdings prior to 1982 must await completion of the current collection and the assignment of project staff.

Government Publications Technician Faye Sproule enters a new record into the CODOC database.

Statutory Deposit of Saskatchewan Government Publications

The Library collects six copies of publications from Saskatchewan government departments, boards and agencies pursuant to subsection 68.4(5) of *The Legislative Assembly and Executive Council Act*. In this report period 4,281 Saskatchewan items were received and listed in the monthly *Checklist of Saskatchewan Government Publications* produced by the Library.

Micromedia Microlog Service

The Legislative Library provides one copy of monographic and statistical Saskatchewan government publications to Micromedia for inclusion in its microfiche service of Canadian provincial government publications. During the report period 310 titles were provided for filming.

Word Processing

During May 1984 the Library acquired a Wang OIS 40 system with one terminal, a Daisy-wheel printer and a dual sheet feeder. Utilizing a TTE telecommunications software package the Library uses the terminal to search reference databases, and to transmit interlibrary loans on Envoy electronic mail. For the first time in Saskatchewan a Wang system utilized 3270 emulation software and a dedicated line to communicate with Saskcomp's computer for Codoc data input. The Library also used the word processor to maintain its statistics on Multiplan, with the result that Library statistics on factors reflecting acquisition and reference queries can be readily monitored. In March 1985 the Library acquired a Wang PC and has ordered an upgrade of its system which will enable the Library to access SaskComp and reference databases simultaneously. All Library sections have ongoing projects on the word processor.

VIII Staff Development and Professional Activities

Continuous upgrading of professional knowledge and the development of contacts with others in the library field is an important part of the provision of a high quality of library service. During the report year, library staff attended several conferences and workshops.

Judy Brennan
Wang Supervisory Seminar, Regina, May 3, 1984
Dialog Introductory Seminar, Regina, July 17, 1984
Wang Software Seminar, Regina, October 22, 1984
Statistical Techniques for Libraries, co-sponsored by the Canadian Library Association and The Saskatchewan Library Association, Regina, February 11, 1984
Government Publications Committee Meeting, Saskatchewan Library Association, Saskatoon, March 25, 1985.

Activities — Contributing editor, *Government Publications Review*; Member, Government Publications Committee, Saskatchewan Library Association.

Janet Grasdal
Annual meeting, Association of Saskatchewan Government Libraries, Regina, May 9, 1984.

Pat Kolesar
Dialog Introductory Seminar, Regina, July 17, 1984
Wang Software Seminar, Regina, October 22, 1984
CAN/OLE Seminar, Regina, Jan. 30-31, 1985.
Statistical Techniques for Librarians, Regina, February 11, 1985

Stephanie Petrie
Introduction to Computers and Data Processing, SaskComp, Regina, December 8, 1983
Annual meeting of the Association of Saskatchewan Government Libraries, Regina, May 9, 1984
Interviewing skills Seminar "How to find out what people really want to know", University of Regina, October 17, 1984.

Laura Pogue
Managing stress workshop, Public Service Commission, Regina, April 2-3, 1984
Canadian Library Association Annual Conference, Toronto, June 8-12, 1984. Workshops: Copyright, Evaluating Reference Services; Leadership Effectiveness Training, Public Service Commission, Regina, November 19-23, 1984.

Activities — Member, Legislative and Reference Section, Special Libraries Association.

Marian Powell
Association of Parliamentary Librarians in Canada Business Meeting, June 7, 1984.
Canadian Library Association Annual Conference, Toronto, June 8-12, 1984. Workshops: Conservation of Library Materials, Newspaper Collections, Economic Forecasts Services; Association of Parliamentary Librarians in Canada Bienniel Program Conference, Fredericton, October 7-11, 1984.

Activities — President, Association of Parliamentary Librarians in Canada, 1984-86.

Tim Prince
Dialog Introductory Seminar, Regina, November 28-29, 1983
SDC/ORBIT Computer search service Seminar, Regina, August 10, 1984
Annual Meeting of the Association of Saskatchewan Government Libraries, Regina, May 9, 1984.

Faye Sproule
Introduction to Computers and Data Processing, SaskComp, Regina, December 8, 1983.

In addition to conferences, staff were involved in several other training opportunities. Corleen Knuttila completed a Wang word processing course as well as a list processing course. Reference staff were involved in several seminars organized by the Reference Librarian—David Mitchell, Clerk Assistant, Legislative Assembly address on legislative publications (November 7, 1983); Merrilee Rasmussen, Legislative Counsel and Law Clerk, address on Saskatchewan statutes and regulations (November 15, 1983); and Elizabeth Crosthwaite, Clerk of the Executive Council, address on the function of Executive Council (March 22, 1985).

IX Visitors and Ceremonial Occasions

During the current report period, the Reading Room was the scene of a number of ceremonial occasions. On June 5, 1984 the Reading Room was the site of the official signing ceremony for the twinning agreement between the Province of Saskatchewan and the province of Jilin, China.

Visitors to the Library during the report period included: The Honourable James Tucker and members of the New Brunswick Standing Committee on Legislative Administration; the Honourable H.A. Jenkins, Speaker of the Australian House of Representatives; Betty Flood Davin, Dublin Ireland; Erwin Boll, Consul General, Federal Republic of Germany, Edmonton, Alberta; Rene Rottiers, Vice Consul Honoraire de France, Regina; His Excellency Jose Andres de Oteyza, Ambassador of Mexico, Ottawa, Ontario; R.A. (Bob) Larter, Saskatchewan Agent General in the United Kingdom; Jean-Guy Pelletier, Bibliotheque L'Assemblee Nationale, Quebec, Quebec.

Visit of the Governor-General

October 30, 1984 the Library welcomed a special visitor in the person of Her Excellency the Right Honourable Jeanne Sauve, Governor-General of Canada. The Governor-General took the opportunity to meet library staff and expressed interest in the services and facilities available to Members of the Legislative Assembly.

Her Excellency Jeanne Sauvé meets library staff.

Premier Grant Devine, Mrs. Devine and the Governor General view a display in the Reading Room.

Legislative Library Opening

The official opening of the renovated public areas of the Legislative Library was held December 7, 1984. Approximately sixty invited guests were present to celebrate the occasion. The Honourable Herb Swan, Speaker of the Legislative Assembly, was master of ceremonies. Speakers included the Honourable George McLeod, Minister of Supply and Services, the Honourable Allan Blakeney, Leader of the Opposition and Marian Powell, Legislative Librarian. His Honour, the Honourable F.W. Johnson, Lieutenant-Governor and Mrs. Johnson were special guests. Music was provided by Dr. Howard Leyton-Brown and the Chamber Players. Other guests included Members, Assembly Officials and two former legislative librarians, Dr. John Archer and Miss Christine MacDonald. After the ribbon-cutting, performed by the Speaker, library staff took guests on tours of the renovated facilties.

The Hon. Herb Swan, Speaker, officially opens the renovated Library facilities assisted by Faye Sproule and Corleen Knuttila holding the ribbon. Marian Powell and invited guests look on.

Former Legislative Librarians Christine MacDonald and Dr. John Archer with Mrs. Archer, examine a new publication.

Special guest His Honour F.W. Johnson, Lieutenant Governor with Director of Protocol, Michael Jackson.

X Statistical Summary (Comparative 12 months)

	1982-83	1983-84
Circulation (out-of-library)		
Books	1,793	1,339
Law Reports, Statutes	276*	—
Government Publications	1,752	2,006
Periodicals and Newspapers	1,636	1,661
Pamphlets and Maps	n/a	342
Recreational Reading	n/a	143
Total	5,457	5,491
Overdue Notices Sent	666	582
Circulation (in-library)		
Books	454	2,207
Law Reports, Statutes	968**	—
Government Publications	760	3,880
Periodicals and Newspapers	1,064	7,739
Pamphlets and Maps	n/a	577
Recreational Reading	n/a	315
Total	3,246	14,718
Interlibrary Loans		
Material requested for Legislative Library Clientele	188	236
Legislative Library materials requested by other libraries	530	665
Total	718	901
Photocopy Service		
Photocopies supplied (numbers of sheets)	32,234	59,123
Microcopies supplied (number of sheets)	696	4,490
Total	32,930	63,613
Reference Services		
Inquiries	6,157	5,593
Computer searches	117	119
Delivery service (trips)	42	1,033
Courier (trips)	n/a	84
Acquisitions		
Books (titles)	473	1,050
Serials (titles)	550	647
Newspapers (titles)	130	147
Government Publications (items)	18,169	37,754
Materials catalogued (titles)	956	566
Materials withdrawn from collection (items)	3,546	14,784
Other Services		
Personal orders from Members	6	4
Purchase orders placed for government departments (under delegated purchase authority)	506	547

*In 1983 these publications were designated as non-circulating.

**In 1984 separate statistics were discontinued. Use of those materials is included in the periodicals and government publications figures.

XI Statistical Summary, November 1983-March 1985 (17 months)

Circulation (out-of-library)	
Books	2,114
Government Publications	2,636
Periodicals and Newspapers	2,910
Pamphlets and Maps	462
Recreational Reading	217
Total	8,399
Overdue notices sent	1,066
Circulation (in-library use)	
Books	3,350
Government Publications	5,720
Periodicals and Newspapers	14,347
Pamphlets and Maps	647
Recreational Reading	332
Total	24,396
Interlibrary Loans	
Materials requested for Legislative Library clientele	424
Legislative Library materials requested by other libraries	1,074
Total	1,498
Photocopy Service	
Photocopies supplied (number of sheets)	85,761
Microcopies supplied (number of sheets)	4,955
Total	90,716
Reference Services	
Inquiries	7,717
Computer searches	199
Delivery service (trips)	1,489
Courier (trips)	123
Acquisitions	
Books ordered	1,508
Serials (titles)	647
Newspapers (titles)	147
Government Publications (items)	54,744
Materials catalogued	1,087
Materials withdrawn from collections (items)	23,849
Other Services	
Personal orders for Members	9
Purchase orders placed for government departments (under delegated purchase authority)	751

Appendix A
Clientele and Service Policy

Goal of the Legislative Library

The goal of the Legislative Library is to provide information and reference services to Members of the Legislative Assembly. It strives to achieve this goal by acquiring, cataloguing, servicing and preserving books, newspapers, government publications and other materials to enable Members to carry out their Legislative responsibilities.

Primary Clientele

The Primary user group of the Legislative Library consists of the Members of the Legislative Assembly, caucus research staff, personal staff of members, and other legislative servants.

Primary Clientele

1. Lieutenant Governor's Office
2. Members of the Legislative Assembly
   (a) Members' personal staff
3. Caucus research staff
4. Legislative servants
   (a) Office of the Speaker
   (b) Legislative Assembly Office
      (i) Hansard
      (ii) Television
   (c) Legislative Counsel and Law Clerk's Office
   (d) Provincial Auditor
   (e) Legislative Library
   (f) Ombudsman
5. Other departments in the Legislative Building
   (a) Executive Council
   (b) Ministers' offices

Services

1. Personal borrowing privileges.
2. Interlibrary loan services to acquire necessary materials not available in the Legislative Library.
3. Photocopies and microcopies of library material.
4. Computer information retrieval reference support.
5. Advanced level of reference services.
6. Library information programs such as checklists, accessions lists, and other related services.
7. Accelerated acquisition and delivery of materials using courier, long distance telephone, electronic mail and other similar means. Hand delivery of material to locations in the Legislative Building. Same-day or next-day delivery of materials located off-site, or elsewhere in the city.

All service costs are absorbed by the Legislative Library.

Secondary Clientele

1. Saskatchewan civil servants.
2. Legislative press gallery.
3. Courts
4. Universities
5. Researchers
6. Lawyers (private practice)
7. Private business
8. General public

Services

1. Use of library materials within the Legislative Library.
   (a) Saskatchewan civil servants are encouraged to use their own departmental libraries, where these exist. Material not available in departmental libraries may be requested using the interlibrary loan process. Where there is no established departmental library, civil servants may request personal borrowing privileges on the understanding that Library rules for loan periods and return of materials will be complied with.
   (b) Researchers from outside the Saskatchewan government requiring access to the Legislative Library for materials not available from other libraries may register as a special borrowers for the duration of the research project, on the understanding that the rules for loan periods and return of materials must be complied with.
   (c) All other requests for personal borrowing will be referred to appropriate public or corporate library.
2. Photocopies and microcopies of library materials at cost.
3. Basic reference service.
4. Provision of Legislative Library material located outside the Legislative Building on a batch basis.

Appendix B
Significant Acquisitions

Canada. Chief Electoral Officer. *Poll Maps.*

Detailed maps of polling districts in Saskatchewan federal constituencies for the 1984 General Election.

Canada. Chief Electoral Officer. *Returns and Reports 1867-1974.* (Microfiche)

Includes reports on the thirty general elections held in Canada to 1974. This set replaces an incomplete run of reports held by the Library in hard copy.

Canada. Department of External Affairs. *Canada Treaty Series 1928-1979* (Microfiche)

A collection of all treaties to which Canada is a signatory power since 1928. This set replaces an incomplete paper set held by the Library.

Canada. Patent Office. *Abstracts.* (Microfiche) 1979-

A listing of federal patents with a brief abstract of the work under patent.

Canadian Parliamentary Guide, 1862-1912 (Microfiche)

The earliest years of the parliamentary guide listing concise biographies of members, and lists of members for each government. Supplements the fragmented early years of the publication held in the original by the Library.

Canadian Regulations Index. Toronto : Carswell Co. Ltd., (looseleaf) 2 volumes

Provides a quick and current index to Federal regulations as published in the Canada Gazette.

China Official Yearbook. Hong Kong : Dragon Pearl Publications Ltd., 1983/84

Contains data officially issued by departments of the People's Republic of China.

Code and Regulations; Federal Taxes. New York : CCH Inc., (looseleaf) 5 volumes.

Provides current information concerning the U.S. Internal Revenue Code and Income tax regulations.

Congressional Index. New York : CCH Inc., (looseleaf)

Facilitates research on the status and history of legislation and other matters in Congress. Public bills are listed, summarized and indexed. Also provides information about members of Congress, committees and sub-committees.

Government Assistance for Canadian Business. Don Mills, Ont. : Richard DeBoo, (looseleaf).

A compilation of current federal and provincial aid-to-business programs across Canada.

Grace, J. Peter. *The President's Private Sector Survey on Cost Control. A Report to the President,* 1984.

Summary report and reports on major individual departments of the United States Government as prepared by the Grace Commission on waste and abuse in the U.S. federal government.

Handbook of Grants and Subsidies, Federal and Provincial. Montreal : STM Corporation (looseleaf).

Source of current information concerning Canadian government grants, benefits and eligibility requirements.

North-west Legislative Assembly Debates. (v.1, Oct. 31, 1888 - v. 56, June 9, 1950) (Microfilm)

Microfilm copy of the Saskatchewan Scrapbook Hansard held by the Legislative Library, compiled from contemporary newspaper reports. The clippings cover the period prior to the introduction of a verbatim transcript of debates of the Saskatchewan Assembly in 1947.

Statistics Canada. Small Area Data Program. [*Statistical Information on the Federal Electoral Districts*] 1984.

Information presented in narrative form and in tables, covers geographic, demographic, political, social and

economic features of each Saskatchewan federal electoral district based on the 1981 census.

Weekly Listing of Federal Cabinet Orders in Council Don Mills, Ont. : Richard DeBoo, (looseleaf) V.5, 1984-

Provides subject access to federal Canadian orders in council.

Yearbook of International Organizations. Munchen : K.G. Saur. 1984/85 -, 3 volumes.

Comprehensive listing of international organizations both governmental and non governmental.

New Saskatchewan Serials

Bengough Bulletin. Bengough, Sask : Winston W. Roth, Publisher (weekly - Tuesday)

Serves the towns of Bengough, Big River, Dahinda, Glashevin, Hardy, Kayville, Ogema and Viceroy.

Business Express. Regina : Lloyd Graham. (monthly) v.1, no. 1, 1984-

Serves the business community in Saskatchewan reporting on subjects and personalities of interest to the business community.

L'Eau Vive. Regina, Sask. : Les Publications Fransaskoises (1978) Ltee. (weekly - Wednesday)

Le miroir de la population fransaskoise.

Meadow Lake Northwestern Sun. Meadow Lake, Sask. : Bentein Press Ltd., (weekly - Tuesday)

Covers the communities of Meadow Lake, Green Lake, Buffalo Narrows, Beauval, La Loche, Goodsoil, Loon Lake, Ile-a-la-Crosse.

Pense Progress. Pense, Sask. : Linda Kushniryk, Editor (monthly)

Serves the community of Pense and surrounding area.

Regina Commerce News. Regina : New Age Productions (monthly)

The official publication of the Regina Chamber of Commerce.

Saskatchewan Indian Federated College Journal. Regina : Saskatchewan Indian Federated College Press, v.1, no. 1, 1984 - (twice per year)

Examines educational or informational issues relevant to indian/native people.

Sask-Trends Monitor. Regina : R. Sauve, (monthly) 1984 -

Provides analysis, charts and tabulations of Saskatchewan economic indicators.

Tribune. Gravelbourg, Sask. : Paul Boisvert, Publisher (weekly - Tuesday)

Covers the towns of Gravelbourg, Hodgeville, Lafleche, Ponteix, Mankota and Mossbank.

The Valley View. Rose Valley, Sask. : Myrna L. Morris, Editor. (weekly - Tuesday)

Covers Rose Valley and area.

The Village Press. Saskatoon, Sask. : Tempo Publishing, (weekly - Wednesday)

Serves the community of Corman Park.

Waterfront Press. Fort Qu'Appelle, Sask. : Ray Zelowsky, Publisher. (weekly - Tuesday)

Covers the communities of Lumsden, Craven and Regina Beach.